

## What is a Record?

Anything of significance that helps to show . . .

- what happened
- what was decided
- what advice was provided
- what was involved
- when it happened
- the order of events and decisions

Remember, records can be in various media, such as paper, diskettes / magnetic tapes, microfilm / microfiche, photographs and movies, e-mail, etc.

## It IS a Record if . . .

1. It is the Original
  - has the original signatures or other indicators that identify it as the original
2. It requires action
  - it provides specific instructions
  - has a due date
3. Supports other data
  - for example, explanations of budget variances supporting the monthly budget report

## It **IS NOT** a Record when . . .

1. There are primary functions responsible for the record information such as:
  - Technical Manuals
  - Directives
  - Budget and Financial Reports
  - Time and Attendance
  - Human Resource Personnel Data
2. It is a Periodical or Journal (subscriptions)
3. It is a (carbon) copy (that is, not the primary recipient's copy)
4. Library material